

CITY OF KANKAKEE
INTERNAL VACANCY ANNOUNCEMENT

Department: City Clerk's Office

JOB TITLE: Administrative Assistant

DEPARTMENT: City Clerk Office

DATE: June 29, 2018

APPLICATION DEADLINE: July 5, 2018

JOB SUMMARY:

Under the supervision of the City Clerk, the Administrative Assistant will perform diverse duties and administrative functions requiring confidentiality, initiative and sound decision-making for the Office of the City Clerk. Excellent organizational skills and the ability to effectively handle multiple priorities. Must to adapt procedures, processes and techniques to the completion of assignments and in line with the City Clerk's Office activities and goals. Duties may be expanded to include coordinating meetings, coordinating travel arrangements, preparing presentation materials, ordering and maintaining supplies, submitting expenses and/or review incoming correspondence and prepare responses. Exercises independent judgment, escalating serious or unique problems to higher levels. Provides direction and guidance to less experienced team members.

DUTIES AND RESPONSIBILITIES

Develop, maintain, and revise agendas for City Council Meeting, Committee's, City-Ordinances, and By-Laws, and distribute as appropriate to senior City officers and managers in a timely manner;

- Exhibits increased proficiency in duties and expanded knowledge and application of software packages
- Knowledge of general office procedures (e.g., filing, compose correspondence, scheduling, etc.)
- Ability to adapt procedures, processes and techniques to the completion of assignments
- Coordinate and maintain information received from directors on an ongoing basis;
- Update and maintain electronic city files, databases, and directories;
- Effective interpersonal skills
- Superior oral and written communication skills
- Excellent telephone etiquette
- Advanced ability to organize
- Tact and good judgment in confidential situations and proven experience interacting with senior management

Experience, Training and/or Education:

- Minimum requirements: Skills and abilities normally associated with the completion of an Associate's Degree in Business or formal secretarial training and at least three years of experience. Strong PC skills. Advanced knowledge of MS Word, Excel, and PowerPoint required. Excellent attention to detail and ability to function under limited direction

HOW TO APPLY/APPLICATION DEADLINE:

Interested applicants should apply with résumé and cover letter to Carolyn A. Croswell/Director of Human Resources 304 S. Indiana, Kankakee, IL or via email at cacroswell@citykankakee-il.gov. The City of Kankakee is an equal opportunity employer. (EOE)